POSITION DESCRIPTION

POSITION TITLE: Senior Accountant (Exempt)

REPORTS TO: Assistant Controller

POSITION SUMMARY:
Responsible for bank reconciliations, journal entries, account analysis and other daily accounting activities. Gather, analyze record information in each accounting period that will be used in the preparation of financial statements, and financial analysis reports.

POSITION RESPONSIBILITIES:

- **Journal Entries:** Prepare, enter, review, and post various journal entries; i.e. payroll and related withholdings, credit card fees, corporate credit card expense, intracompany adjustments, postage and copier charges, accruals and reversals, and recurring entries, etc.

- **General ledger account analysis:** Analyze various general ledger accounts for accuracy and providing proper documentation as required back up (i.e. prepaid accounts, miscellaneous receivables, accrued expenses, etc.). Researching any discrepancies in the accounts and correcting as necessary via journal entries.

- **Asset Acquisition Schedule:** Maintain asset acquisition and prepare monthly depreciation entries using Asset Edge Software. Balance general ledger asset accounts to Asset Edge.

- **Banking:** Online banking activity research which requires communication with other employees to gather and record any ACH activity. Review monthly ACH Chapter payment batch. Prepare complex monthly bank reconciliation for ASSE and Foundation. Work with the bank and credit card processors to resolve issues relating to questionable debit and credit activity.

- **Support:** Provide support as needed to accounts payable and accounts receivable. Provide support to any department needing assistance with account codes, purchase orders, etc. Provide assistance with the annual budget process and annual audit.
POSITION REQUIREMENTS:

- Bachelor’s degree in Accounting. CPA a plus.
- Minimum 3+ years of progressive accounting experience. Not for profit experience a plus.
- Proficient with Microsoft Office (Excel, Word, Outlook), accounting software, and online banking; knowledge of Intacct a plus.
- Experience with complex bank reconciliations, fixed assets, month-end close work including journals & account reconciliations.
- Experience with budgeting, inventory, multi-state taxes, year-end audit, and cash applications, a plus.
- Exceptional attention to detail & accuracy.
- Communication rapport to interact with a variety of personalities.
- Excellent time management and organizational skills.
- Able to handle multiple tasks simultaneously.
- Ability to work M-F during normal business hours.

Candidates who wish to apply for this position can forward their resume to hr@asse.org.

September 2017